ANNUAL REPORT

1982-83

Alberta

LABOUR

ALBERTA LABOUR
Mailing Address
10808 - 99 Avenue
Edmonton, Alberta
T5K 0G2

Enquiries
Telephone (403) 427-5585

Additional copies of this annual report may be obtained from:
Communications Branch
Alberta Labour
10808 - 99 Avenue
Edmonton, Alberta
T5K 0G2

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Alberta

LABOUR

Office of
the Minister

403/427-3664

404 Legislature Building
Edmonton, Alberta, Canada
T5K 2B6

October, 1983

The Honourable G. Amerongen
Speaker
Legislative Asembly of Alberta

Sir:

I have the honour to submit the Annual Report for the Alberta Department of Labour for the fiscal year ended March 31, 1983.

Respectfully submitted,

Leslie G. Young
Minister of Labour

Alberta

LABOUR

Office of
the Deputy Minister

403/427-8305

10808 - 99 Avenue
Edmonton, Alberta, Canada
T5K 0G2

October, 1983

The Honourable Leslie G. Young
Minister of Labour
Room 404. Legislative Building
Edmonton, Alberta

Dear Mr. Young:

I am pleased to present the Annual Report for the Alberta Department of Labour for the fiscal year ended March 31, 1983.

Respectfully Submitted,

A. Dubensky Q.C.
Deputy Minister

Officials

MINISTER OF LABOUR, THE HONOURABLE LESLIE G. YOUNG
Secretary to Minister of Labour, Carol Pirie
Executive Assistant to Minister of Labour, Vera Yuzyk

DEPUTY MINISTER, Al Dubensky, Q.C.
Secretary to Deputy Minister, Ollie Olekshy
Executive Assistant to Deputy Minister, Eslin Eling

PRINCIPAL OFFICERS*

SUPPORT SERVICES DIVISION
Assistant Deputy Minister, Newcomb Bloomer
Director, Communications Branch, Ken Bradley
Director, Finance and Administration Branch, Cliff Broemling
Director, Personnel Branch, Lenore Martin
Director, Planning and Research Branch, Janet Howell
Director, Systems Branch, Jerry Stocco
Internal Auditor, Vic Feguenne

LABOUR DIVISION
Assistant Deputy Minister, John Myroon
Director, Employment Standards Branch, Albert Kennedy
Director, Mediation Services Branch, Hank Libke
Superintendent, Pension Benefits Branch, Art Wakefield**

GENERAL SAFETY SERVICES DIVISION
Assistant Deputy Minister, Doug Morrison
Chief Inspector, Boilers and Pressure Vessels Branch, Les Smith
Director, Building Standards Branch, Dave Monsen
Chief Inspector, Electrical Protection Branch, Ken Fennessey
Chief Inspector, Elevator and Fixed Conveyances Branch, Steve Millward
Fire Commissioner, Fire Prevention Branch, Bill MacKay
Director, Plumbing and Gas Safety Services Branch, Jack Mercer

LABOUR RELATIONS BOARD
Chairman, Ross McBain, Q.C.
Vice-Chairmen, Bill Canning, Clint Mellors
Secretary, Bob Bronson
Solicitor, Bob Philp
Registrar, Northern Region, Dennis Bykowski
Registrar, Southern Region, Jim Jung

ALBERTA HUMAN RIGHTS COMMISSION***
Chairman, Marlene Antonio
Executive Director, Jack Tutty
Regional Director (North), Denis St. Arnaud
Regional Director (South), Robert Friedland

* March 31, 1983

** In accordance with section 6(2) of the Pension Benefits Act, the Pension Benefits Branch is required to submit a separate annual report to the Alberta Legislature. A summary of the branch's activities is contained in this report beginning on page 16.

*** In accordance with section 18(1) of the Individual's Rights Protection Act, the Alberta Human Rights Commission submits a separate annual report to the Alberta Legislature.

Legislation

The following acts are administered by Alberta Labour:

Alberta Uniform Building Standards Act
Boilers and Pressure Vessels Act
Department of Labour Act
Electrical Protection Act
Elevator and Fixed Conveyances Act
Employment Standards Act
Firefighters and Policemen Labour Relations Act
Fire Prevention Act
Gas Protection Act
Health Services Continuation Act
Individual's Rights Protection Act
Industrial Wages Security Act
Labour Relations Act
Pension Benefits Act
Plumbing and Drainage Act

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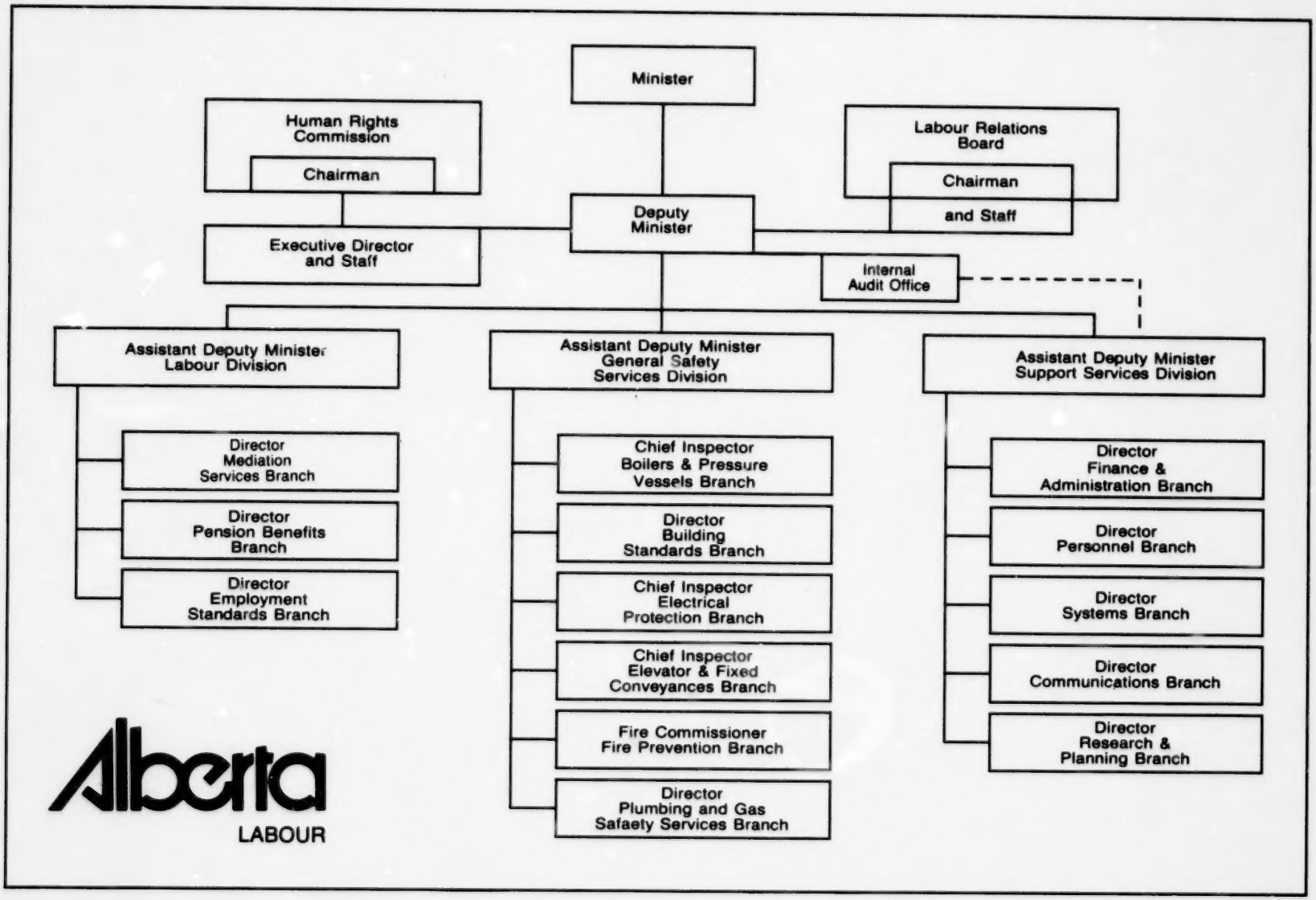
Organization Chart



Introduction

Alberta Labour is concerned with the prevention and resolution of disputes between employers and unions, the development of positive relations between employers and employees, the administration of private pension plans, public safety, and the enforcement of Alberta's human rights legislation. In fiscal year 1982-83 the department had 629 authorized permanent positions and a budget totalling $23 503 686.

The department comprises the following divisions: Support Services Division, Labour Division, General Safety Services Division, and the permanent staff of the Labour Relations Board, and the Alberta Human Rights Commission.

Support Services Division is headed by an Assistant Deputy Minister and is responsible for providing administrative support services to the department and for administering certain services directed to the general public. Headed by an Assistant Deputy Minister, Labour Division is responsible for providing assistance in preventing and resolving labour disputes, regulating the administration of private pension plans, and enforcing minimum employment standards legislation. General Safety Services Division is also headed by an Assistant Deputy Minister. The division is responsible for developing and enforcing safety standards with respect to boilers and pressure vessels, elevators and fixed conveyances, gas, plumbing and electrical installations, buildings and fire control.

The Labour Relations Board is a quasi-judicial agency responsible for regulating industrial relations matters involving, for example, certification, decertification, strike and lockout votes, and unfair labour practices. Headed by a chairman, the Board consists of two vice-chairmen and 14 part-time members, all of whom are appointed by the Lieutenant Governor in Council. The Alberta Human Rights Commission consists of a chairman and six commissioners, all of whom are appointed by the Lieutenant Governor in Council. The Commission is responsible for the enforcement and promotion of the province's human rights legislation.

Fiscal year 1982-83 ... a year in review

Fiscal year 1982-83 was a challenging year for Alberta Labour. In keeping with the government's restraint policy and its commitment to improving services to the public, in early April the department initiated a comprehensive review of its legislation, procedures, and activities to assess their impact on the public.

Each division prepared a detailed report covering activities and included recommendations which produced a departmental overview. General areas of concern such as improving communications, efficiency in responding to requests for services, staff training programs and staff awareness of the need to maintain a high standard of service were identified. During the fiscal year many of these areas were addressed on a project basis or are being addressed on an ongoing basis.

The department's total expenditures increased by 8.8 per cent during the reporting period, a substantial decrease from the 21 per cent increase in expenditures during the previous fiscal year. Finance and Administration Branch was able to meet the department's restraint targets with implementation of expenditure forecasting and variance analysis systems. The department's staff complement at the end of the fiscal year was 629 with 53 vacant positions frozen due to restraint.

The Communications Branch initiated a review of all departmental publications and form letters and assisted in the development of a corporate visual identity for departmental printed material. A new staff magazine, **Labour Newsline** was launched in November, 1982. The magazine will be published 10 times yearly. A new quarterly publication called **The Alberta Human Rights Journal** was initiated in June, 1982.

The Internal Audit Office designed expenditure and inventory control systems and the Planning and Research Branch developed a comprehensive departmental planning process. Implementation of phase one of the planning process has been completed.

Alberta Labour staff were faced with increased demands, particularly in the Employment Standards area. The branch experienced an 18 per cent increase in the number of claims filed. An umpire system was implemented and the demand for hearings was greater than originally anticipated.

The Mediation Services Branch launched a formal preventive mediation program in the industrial relations community, designed to improve labour-management relations and to promote responsible collective bargaining. During the fiscal year, mediators resolved 90 per cent of assigned disputes without strike or lockout action. Of all collective agreements expiring in Alberta during 1982-83, 4.5 per cent resulted in strike or lockout action.

The Pension Benefits Branch examined 255 new pension plans during the fiscal year and, of these, 251 received a Certificate of Registration. The number of plans examined represents a substantial increase over the previous year. The Labour Relations Board completed and published the revision of its informational bulletins and distributed them to more than 800 employers, employees, and trade unions.

The Fire Prevention Act was proclaimed in February, 1983. The new act established a Fire Prevention Council to improve the appeal and enforcement provisions of the legislation. The act, which replaces the previous Fire Prevention Act and the Lightning Rod Act, also clearly delineates investigation responsibilities.

The Building Standards Branch produced a major policy bulletin on water for firefighting and carried out a feasibility study on the use of computers in the application of the Alberta Building Code. The Elevator and Fixed Conveyances Branch experienced an increase in the number of new installations and developed a new standard for elevating devices for the handicapped.

The Plumbing and Gas Safety Services Branch cooperated with Alberta Environment Earth Sciences Division to produce a study on subsurface disposal of septic tank effluent. The work showed great potential in forecasting problem areas and is to be continued in the 1983-84 fiscal year. The Boilers and Pressure Vessels Branch responded to the needs generated by a high level of industrial construction activity and a record demand for pressure welders. Of significance were projects involving refineries, and chemical and power generating plants with a total estimated cost of approximately $6 billion.

STATEMENT OF EXPENDITURES

for the fiscal year ending March 31, 1983

Vote and Ref. No.	Program/Element	Estimates	Prior Year Liabilities	Special Warrants	Transfers	Total Authorized	Expended	Unexpended (Over Expended)
1	**Departmental Support Services**							
	Minister's Office	158 146					132 534	
	Executive Management	323 009					352 632	
	Personnel	221 891					246 740	
	Finance & Administration	960 713					851 093	
	Systems	310 889					274 022	
	Communications	53 614					62 062	
	Planning & Research	794 254					706 078	
	DIVISION TOTAL	2 822 516				2 822 516	2 625 161	197 355
2	**Labour Relations**							
	Divisional Support	209 079					128 064	
	Pension Plan Services	332 132					297 684	
	Mediation Services	1 173 946					887 112	
	Employment Standards	2 922 763					3 033 437	
	DIVISION TOTAL	4 637 920				4 637 920	4 346 297	291 623
3	**General Safety Services**							
	Divisional Support	1 044 588					864 160	
	Boilers	2 995 171					2 951 942	
	Building Standards	1 508 051					1 410 764	
	Electrical Protection	2 616 301					2 757 119	
	Elevators	709 084					746 865	
	Fire Prevention	2 311 367					2 012 159	
	Plumbing & Gas Safety	2 803 137					3 021 634	
	DIVISION TOTAL	13 987 699				13 987 699	13 764 643	223 056
4	**Labour Relations Board**	963 494				963 494	894 194	69 300
5	**Human Rights Commission**	1 092 057				1 092 057	996 687	93 370
	TOTAL DEPARTMENT	23 503 686				23 503 686	22 628 981	874 705

STATEMENT OF REVENUE
for the fiscal year ending March 31, 1983

	1981-82	1982-83
Taxes		
Fire Prevention Act	$ 1 023 043	$1 233 474
Fees and Permits		
Boilers and Pressure Vessels Act	1 150 649	1 305 214
Electrical Protection Act	1 462 857	1 474 402
Elevator and Fixed Conveyances Act	200 697	186 115
Gas Protection Act	307 893	251 884
Pension Benefits Act	31 288	35 501
Plumbing and Drainage Act	126 865	102 471
	3 280 249	3 355 587
Miscellaneous		
Other	19 872	41 491
Prior Year Refunds (P.Y.R.)	93*	2 999
Federal-Provincial Agreement	30 000	30 000
TOTAL REVENUE	$4 353 257	$4 663 551

*The P.Y.R. figure reported in Public Accounts ($453 850) incorporates an accounting adjustment to the revenue record.

Support Services Division

Support Services Division is responsible for providing professional administrative, communications, and planning support services and control functions to the department, including the Alberta Human Rights Commission and the Labour Relations Board, and for administering certain services directed to the general public. The division consists of the following branches: Communications; Finance and Administration; Personnel; Planning and Research; Systems; and the Internal Audit Office.

In addition to the ongoing services provided by its branches, the division is responsible for the overall identification and implementation of systems and procedures to improve the quality, effectiveness and efficiency of the department's operations. The division also takes the lead role in planning and developing systems and procedures to support the department's long-range needs.

During fiscal year 1982-83 the division implemented several measures in line with the department's commitment to expenditure restraint. Total expenditures of the department increased by 8.8 per cent, a substantial decline from the 21 per cent increase during the previous fiscal year.

The Finance and Administration Branch developed and implemented expenditure forecasting and variance analysis systems during the reporting period and was able to achieve a significant reduction in processing time for vendor invoices. The Planning and Research Branch developed a comprehensive departmental planning process and initiated the first phase during the reporting period. The Internal Audit Office developed systems for expenditure and inventory control. The Systems Branch initiated, developed and implemented a system to improve the ability of Planning and Research Branch to obtain and report on collective bargaining data. Personnel Branch published the first Staff Development Calendar and implemented policies and guidelines for a comprehensive staff development program. Communications Branch initiated a review of all form letters and departmental publications.

Communications Branch

The Communications Branch staff, unlike other employees of Alberta Labour, are seconded from the Public Affairs Bureau. Working closely with senior departmental management and central Bureau staff, the Communications Branch develops and implements plans to increase public awareness and understanding of the policies, programs and services of Alberta Labour, including the Alberta Human Rights Commission and the Labour Relations Board.

Branch staff deliver a full range of professional communications support services to the department. The branch provides public relations consulting and writing and editing assistance, is a departmental liaison with the news media and co-ordinates advertising, exhibits and displays, audio-visual production and printing.

Consulting Services

The development of new programs and services or policy changes necessitates communication with the public. The Communications Branch anticipates and assesses the department's public communications needs. Branch staff meet regularly with the Minister, Deputy Minister and senior officials to provide advice on communications activities.

During fiscal year 1982-83, the branch initiated a review of all form letters and a review of publications. A communications audit of the Fire Prevention Branch was initiated. Publicity campaigns were developed in support of Fire Prevention Week and International Human Rights Day. Recommendations to promote the maintenance of smoke alarms and the introduction of the department's preventive mediation program were formulated.

Media Relations

Media interest in the department remained high throughout the year. The branch apprised senior management on media coverage of issues of interest. **Headline News,** which provides senior management with daily summaries of news stories continued to be produced by the branch.

The branch issued 40 news releases during the fiscal year and news conferences were organized for both the department and the Human Rights Commission.

Advertising

Expenditures on advertising were maintained at a relatively modest level. The Employment Standards Branch continued to publicize its educational workshops on employment standards legislation. Print announcements inviting the public to attend workshops appeared in provincial daily and weekly newspapers. Advertisements were placed for meetings of the Human Rights Commission in Slave Lake and Lethbridge/Cardston and also in support of International Human Rights Day in December.

Support Services Division

Audio-Visual Production

In co-operation with the Audio-Visual Services Section of the Public Affairs Bureau, the branch co-ordinated production of a series of radio public service announcements to promote Fire Prevention Week. The branch assisted in production of a slide/tape presentation for the Human Rights Commission entitled **Human Rights — We're All Responsible.** The presentation is used by education officers at seminars and workshops. Photography for departmental publications and programs was also co-ordinated by the branch.

Exhibits and Displays

The Human Rights Commission's portable display continued to be used by Commission staff to publicize the aims and activities of the Commission. A display produced for the Fire Prevention Branch in the previous fiscal year also continued to be used at various centres around the province.

Printing

The branch continued to meet the printing needs of the department. During the fiscal year, 813 printing projects were co-ordinated including pamphlets, brochures, posters, research reports, bulletins, balloons, buttons and display materials. Translations of **You Have The Right** were prepared in Cree, Urdu, Chinese, Ukrainian, and French. In addition, 20,000 copies of this publication were placed at information centres in Edmonton and Calgary supermarkets. In processing these projects, the branch provided advice on artwork, paper choice, type face and layout.

Publications

During the year the branch produced a variety of informational, promotional and educaticnal materials. A new staff magazine called **Labour Newsline** was launched in November, 1982. The magazine will be published 10 times yearly. A new quarterly publication called the **Alberta Human Rights Journal** was started in June, 1982. Branch staff co-ordinated production and provided design assistance for the annual reports of Alberta Labour, the Pension Benefits Branch and the Alberta Human Rights Commission.

Finance and Administration Branch

The Finance and Administration Branch provides a broad range of financial and administrative support services and carries out control functions for other branches in the department. Branch staff act as advisors and co-ordinators with respect to these services and functions, and provide management and staff throughout the department with direction and assistance in financial planning, operations, and control; procurement and accommodation; and specialized office services. The branch also liaises with other government departments and the general public. Working to improve overall efficiency, the branch endeavours to ensure compliance with mandatory, government-wide and departmental financial and administrative control systems.

The branch is organized into four units:

Director's Office. Responsible for budget co-ordination and control, for development and implementation of financial and administrative policy and procedures, and for ensuring the adequacy of departmental financial systems.

Accounts Section. Responsible for the processing of transactions and maintenance of records in relation to accounts payable and accounts receivable, the handling of departmental Crown revenues, the processing and control of departmental payroll, fixed asset inventory control and financial operations advisory services.

Procurement and Accommodations. Responsible for planning and co-ordinating the acquisition, maintenance, and renovation of space and related facilities, and for the acquisition of equipment, material, supplies and services required for delivery of the department's programs.

Office Services Section. Responsible for mail and courier operations, for the provision and control of photocopier services and for the departmental records management program, including operation of the department's Central Records Office.

During the reporting period, the branch experienced a significant change in orientation as a result of the department's policy of expenditure restraint. These restraint efforts contributed to a decline in activity in some areas of the branch and also necessitated the development of new financial control systems. Despite reduced activity in some areas, the workload for branch staff remained fairly stable due to extensive involvement in new financial control mechanisms necessitated by restraint, an eight per cent reduction in the branch's staffing levels and the fact that requests for service in some areas were little changed in volume from the previous fiscal year.

Branch activity reflected a department-wide decline in growth. Total expenditures of the department during the reporting period increased only 8.8 per cent, down substantially from the 21 per cent increase in

Support Services Division

expenditures during the previous fiscal year.

With respect to restraint policy, the branch developed and implemented its expenditure forecasting and variance analysis system during the reporting period, which contributed significantly to the attainment of the department's expenditure restraint targets. Branch staff played key roles in providing management with the services and expertise needed to set and achieve restraint targets.

In the Accounts Section, restraint was reflected in the reduced volume of account payments, including a 10 per cent reduction in invoices processed and a 15 per cent reduction in expense accounts. These lower volumes assisted the section in achieving a 28 per cent reduction in the processing time for vendor invoices. The time required for payment from invoice date to cheque date decreased from 37 days to 29 days. The section also moved toward completion of software development for the revenue unit's electronic cash register system and took steps toward integration of furniture and furnishings control with the department's fixed asset inventory control system.

In the Procurement and Accommodation Section, activity was down significantly from the previous fiscal year, particularly with respect to procurement, where the number of orders handled declined by approximately 10 per cent to 1 614 orders prepared and processed. In addition to the implementation of an equipment purchase control system, the section was involved in a number of space relocation and renovation projects during the reporting period. The projects included planning and design for renovation of several headquarters offices; acquisition, planning and preparation of new facilities for two regional offices and the redesign and renovation of existing space in four other regional offices.

Restraint did not significantly affect activities in the Office Services Section where copier volumes increased by approximately 10 per cent and Central Records Office file volumes increased threefold. The file volume increase was principally due to the incorporation of most of the department's assistant deputy ministers' files into the central records system. Mail volumes remained approximately the same as the previous fiscal year.

Personnel Branch

The Personnel Branch supports departmental program managers in accomplishing their goals by providing service and control functions. The branch provides service through the development and maintenance of systems relating to recruitment, classification, wage and salary administration, performance appraisal, staff development, administration of employee benefits and other related activities. The control function stems from the relationship between the department and the central Personnel Administration Office (PAO) under the Public Service Commissioner, which provides a direct link to a variety of legislation, regulations, policies and the master contract.

Major Branch Achievements

The departmental **Performance Appraisal User Manual** was distributed to employees in October, 1982. Managers were given an opportunity to review the contents and their recommendations were taken into consideration as part of the final copy. The manual is now used as a resource document in performance appraisal workshops and has been well received by the department.

An initial commitment to staff development by Alberta Labour was made in late 1981. A staff development officer was hired. The first **Staff Development Calendar** was published in the fall of 1982 and appropriate policies and guidelines for a comprehensive staff development program were implemented. Courses offered to staff included management development and general development programs. In addition, the staff development officer has co-ordinated workshops sponsored by PAO and special programs have been initiated to meet the needs of the Employment Standards Branch in both Calgary and Edmonton.

During the 1982-83 fiscal year a consultant was contracted to design a management sub-level classification system to enable the department to assess all management positions, both present and future. The system includes management classification factors that equitably differentiate management positions in the department. A final report has been submitted by the consultant and overall responsibility for the application of the system has been delegated by the Deputy Minister of Labour to the Personnel Director. A formal report is being prepared based on individual audits of management positions and other pertinent information. A full presentation to the Departmental Management Committee will be made in the 1983-84 fiscal year.

Alberta Labour implemented a policy controlling the filling of all vacant positions in July, 1982. This policy

is directly linked to the overall budget reduction of 4.5 per cent for the 1982-83 fiscal year. All existing and expected vacant positions in the department, including wage positions, irrespective of their status in the recruitment process were frozen. If a program head decided a particular position was crucial, a specific administrative procedure was required to be followed which required formal approval from the director of the program, the Division/Board/Agency Head, the Deputy Minister and the Minister, as well as other supporting information. As of the date of implementation of the policy and procedure, there were 53 vacancies.

Planning and Research Branch

The Planning and Research Branch provides the department with advice, assistance and co-ordination in policy analysis, planning, research, statistics, information and library services. The branch represents the department on interdepartmental and intergovernmental committees concerned with research and statistics. In addition, information and statistics are provided to labour groups, employers, the business community, research agencies, and the general public through the Library and the Information and Statistics Unit.

The branch's services are delivered through four units: Policy Analysis and Research; Planning; Information and Statistics; and the Library.

Policy Analysis and Research

Policy Analysis and Research co-ordinates research projects, initiates studies, and analyzes data, information and legislation pertinent to the program responsibilities of the department. This includes policy development, policy implications, and policy and program effectiveness.

During the year various projects and reports were completed. Topics included multi-employer bargaining, employment standards policy issues, comparative studies of labour relations legislation, Alberta's international labour and human rights responsibilities, and general safety services.

Planning

The Planning Unit supports the development, implementation and co-ordination of the departmental planning process by providing: proposals for annual planning requirements and the process itself; consultation on preparation of plans; analysis of social, economic and technological implications for the department; and assistance in the review of plans produced.

During the reporting period a departmental task force developed a comprehensive departmental planning process. As part of a phased implementation of the process, the broad goals of the department's organizational units and programs were reviewed and clarified. Strategies, program objectives and plans for 1983-84 were stated and planning for 1984-85 was initiated. Consultation was provided on preparation of plans and a report on social and economic trends and their effects on departmental programs and services was produced.

Information and Statistics

Information and Statistics is responsible for meeting departmental data needs by the collection, processing and production of Alberta labour relations statistical data on negotiated wage increases, collective agreement provisions, trade union membership and collective bargaining disputes. In addition, a wide range of labour-related data is collected from a variety of secondary sources such as provincial and federal government agencies.

The data produced by the unit are used by government departments, trade unions, employers, researchers and the general public. The unit is also responsible for co-ordinating the statistical information needs of the department and for co-ordinating the department's activities with other data producing agencies.

During the year under review further consolidation of the various data bases took place. All of the current collective agreements on file (approximately 1 200) were converted to microfiche and may now be obtained through the department's library. A number of publications were produced including an expanded quarterly, **Collective Bargaining Scene/Labour Fact Book** with monthly updates and **Alberta Construction Industry Union Wage and Benefit Report.**

As shown in Table 1, on page 11, 1 118 telephone requests for information were received from a wide variety of public and private organizations in Alberta and elsewhere. In addition, 61 requests for more extensive statistical and information reports were handled during the year. A telephone survey on compensation practices and plans of major non-union firms was undertaken and completed during August.

Library

The Alberta Department of Labour Library provides library and library-related services to the department and external clients including other government depart-

Support Services Division

ments, libraries, research agencies, labour groups, employers, human rights agencies, lawyers, academics, students and the general public.

During the year under review, the library expanded its collection significantly incorporating the Alberta Human Rights Commission collection and the Labour Relations Board collection into its holdings. In addition, the library collection continued to expand in core subject areas of concern to the department.

In a continuing effort to support the information needs of the department, the library developed an index to **Employment Standards Umpire Decisions**, and initiated the distribution of selective information.

There were 1 730 reference questions answered, 1 250 from government and 480 from non-government clients, 1 389 loans from the fire safety film library, and 2 453 documents were loaned to departmental personnel.

Systems Branch

The Systems Branch provides professional electronic data and word processing co-ordination and services to the program units of the department.

The major functions of the branch are to: design and implement electronic data processing systems for programs requested; perform maintenance functions on existing operational data processing systems; and provide an effective departmental office support mechanism through the use of sophisticated word processing technology.

During the reporting period, the branch made major additions to the Human Rights Investigation System to provide comparative figures for the number of claims filed within the last and current fiscal years with respect to category, grounds and sub-grounds. The department's fixed asset inventory control and accounting system expanded to include recording and reporting of furniture and furnishings by individual employees.

Branch staff initiated, developed and implemented a system to improve the ability of the Planning and Research Branch to obtain and report on collective bargaining data. A management system to produce monthly and year-to-date operational statistics for the Elevator and Fixed Conveyances Branch was designed and implemented.

Branch staff made significant changes to the fire loss reporting system as a result of recommendations from a joint committee of the Association of Canadian Fire Marshals and Fire Commissioners and the Canadian Association of Fire Chiefs. Implementation of the system by several provinces has resulted in an increased capability to compare statistical data.

Word processing facilities were expanded to provide additional services to departmental users including additional printing capabilities and word spelling dictionary software. Communications linkages between the Alberta government computer centre and departmental word processing equipment were also expanded.

Internal Audit Office

The Internal Audit Office was formed as part of the reorganization of the finance and administration functions of the department. For several years the office functioned primarily as a financial advisory service. In 1982 internal audit activities were defined and approved to include a comprehensive statement of the goals, scope and responsibilities of internal auditing.

Reporting functionally to the Deputy Minister and operationally to the Assistant Deputy Minister, Support Services Division, the Internal Audit Office is responsible for reviewing and evaluating all financial and management control systems in the department. In carrying out this responsibility, the Internal Auditor plans and conducts internal and external audits, provides certain financial advisory and consulting services to senior management and assesses externally prepared audit reports.

During the period under review, audits of departmental grants, expense accounts, W.A.T.S. and long distance telephone accounts were completed and expenditure and inventory control systems were developed. As well, financial systems advisory services were provided and external audit reports evaluated. The Internal Audit unit also acted on behalf of other departments in the audit of grants.

Support Services Division

Table 1

Statistics and Information Unit
Summary of Telephone Information Requests
for the year ending March 31, 1983

Type of Request	Number
Calls transferred or referred elsewhere	46
Occupational Wage Rates (or minimum wage)	144
Union membership figures or directory	40
Wage Settlement Program	102
Strike Statistics Information	55
Collective Agreement Enquiries	390
(Includes employers seeking copies, requests for samples of specific provisions, further explanation of analysis, public viewing, etc.)	
Arbitration Award Information	6
Publications	328
Other data	7
TOTAL	1 118

Labour Division

The Labour Division is responsible for the development, administration and evaluation of policies, programs and services in support of the Employment Standards Act, the Industrial Wages Security Act, certain sections of the Labour Relations Act, the Firefighters and Policemen Labour Relations Act and the Pension Benefits Act.

The division's objectives are: to develop a positive labour relations climate in the province; to reduce confrontation in the workplace; to safeguard employee entitlements under private pension plans; and to encourage the evolution of an environment in which economic and social needs of employees may be realized through work.

The programs and services required to meet these objectives are carried out by the division's three branches: Employment Standards, Mediation Services and Pension Benefits.

During the period covered by this report each of the branches experienced an increase in the volume of work pertaining to its particular field. In each case the increase was due, in part, to a downturn in the economy.

As a result of last year's developmental work, the Mediation Services Branch instituted a formal Preventive Mediation program which provides advice and assistance to both labour and management in identifying and resolving mutual problems.

New procedures reflecting changes to the Employment Standards Act have been instrumental in enabling the Employment Standards Branch to substantially increase amounts collected on behalf of claimants.

During the year the Pension Benefits Branch approved 885 amendments to plans supervised by the branch, a large increase over the previous fiscal year, mainly due to changes to pension legislation in Saskatchewan and Quebec.

Employment Standards Branch

The Employment Standards Branch is responsible for developing, implementing and evaluating policies, programs and services regulating hours of work, payment of wages, overtime pay, minimum wages, vacations, vacation pay, general holidays, general holiday pay, termination of employment, maternity benefits and the employment of young persons. In carrying out its varied responsibilities, the branch administers and enforces the Employment Standards Act and the Industrial Wages Security Act.

With headquarters in Edmonton, the branch also has field offices located in Calgary, Edmonton, Edson, Grande Prairie, Lethbridge, Medicine Hat, Red Deer, and St. Paul.

The branch carries out its responsibilities through three major program delivery mechanisms: Compliance Proceedings; Special Employment Programs; and Educational Services.

Compliance Proceedings

Compliance proceedings are initiated when claims are registered by employees who allege non-compliance with the Employment Standards Act. Investigating officers from the branch, Employment Standards Officers, may issue orders, decisions or declarations, which can be appealed by employers or employees to an umpire.

Table 2 on page 13 provides an annual activity comparison for the compliance program over the last three years. Claims filed were up 18 per cent, with a consequent increase in the number of employees affected. However, amounts collected on behalf of the claimants have increased 24 per cent over the previous year. This change reflects alterations made in the Employment Standards Act whereby dispute resolution procedures were simplified and expedited through implementation of the umpire system and related investigative procedure changes. Additionally, there were greater incidences of complex bankruptcies and receiverships involving large amounts of employee entitlements.

Table 6 on page 14 provides a summary of activity within the umpire system during fiscal year 1982-83. The number of hearings represents a significant increase over the numbers originally anticipated largely due to an overall activity increase in the branch directly linked to current economic difficulties.

Special Employment Programs

Special Employment Programs are designed to assist parties and industries who face unique circumstances or problems with the standard provisions of the Employment Standards Act. These programs provide for a variety of employment conditions where a demonstrated need exists while ensuring the maintenance of basic employment standards.

Under Special Employment Programs, the branch also administers the Industrial Wages Security Act governing the lumbering and coal mining industries. It requires employers to file securities with the Provincial

Treasurer under trust conditions to ensure wage protection for employees working in these industries.

Table 3 shows some of the special activities in 1982-83. Table 4 on page 14, shows activities undertaken pursuant to the Industrial Wages Security Act, including the amount of money collected from employers and the amount of security filed.

Educational Services

Branch educational programs provide services to encourage understanding of the Employment Standards Act and regulations by the general public, employers, employees and special interest groups. Education officers conduct workshops, seminars and Pay-Day Survival courses, serve as guest speakers, and participate in trade fairs.

In June of 1982-83, program activities were reduced to approximately 50 percent of capacity in response to manpower and budget restraints. Despite the reduction, the figures in Table 5 on page 14, indicate continued high public interest in branch programs.

Branch education officers conducted a survey of employers related to the Adolescents and Young Persons regulation, participated in radio interviews and updated provincial and federal publications that included references to the Employment Standards Act.

Table 2

Investigation and Recovery Proceedings
Comparative statistical summary
for the three years ending March 31, 1981, 1982 and 1983

	1980-81	1981-82	1982-83
A. Field Investigations			
Claims Registered	8 606	10 009	11 837
Employees benefiting from investigations	10 867	12 885	15 492
B. Money Collected through Field Investigations			
Non-payment of wages	$ 947 504	$1 167 872	$1 668 531
Underpayment of minimum wages	10 271	7 433	13 982
Overtime arrears	268 957	420 028	294 900
Vacation pay	277 867	325 793	440 606
General holiday pay	86 177	76 251	66 871
Pay in lieu of notice	132 964	170 111	255 942
Other	14 475	54 551	23 249
TOTAL	$1 738 251	$2 222 039	$2 764 081

Table 3

Special Employment Programs
for the fiscal year ending March 31, 1983

Pay Plans	
Oilwell Servicing & Trucking	19
Overtime Agreements	49
Extended Hours of Work	61
Contracts of Employment	289

Labour Division

Table 4

Industrial Wages Security Act
Comparative statistical summary
for the three years ending March 31, 1981, 1982 and 1983

	1980-81	1981-82	1982-83
Money collected under the Act	$ 45 318	$ 28 171	$ 64 630
Employees benefiting:			
Lumber industry	117	258	377
Coal mining industry	1	1	6
TOTAL	118	259	383
Amount of security held at year end:			
Lumber industry	$1 571 634	$1 545 204	$1 540 589
Coal mining industry	79 529	53 584	58 169
TOTAL	$1 651 163	$1 598 788	$1 598 758
Active Exemption Certificates:			
Lumber industry	24	21	23
Coal mining industry	11	11	14
TOTAL	35	32	37

Table 5

Educational Services Program
Comparative statistical summary
for the two years ending March 31, 1982 and 1983

	Number Held		Attendance	
Type of Activity	1981-82	1982-83	1982-81	82-83
Workshop on Wages	82	48	2 774	1 113
World of Work (High School)	54	37	1 892	1 847
Speaking Engagements	69	67	3 211	2 565
Pay-Day Survival Workshop	56	51	1 400	1 307
TOTAL	261	203	9 277	6 832

Table 6

Umpire System Activity Report
for the year ending March 31, 1983

	North	% of Total	South	% of Total	Total
A. Number of Appeals	182	30	404	70	586
B. Employers Affected	182	32	387	68	569
C. Employees Affected	340	28	863	72	1 203
D. Appeal Type					
(i) Officers Orders	175	32	377	68	552
(ii) Third Party Collections	5	22	18	78	23
(iii) Officers Determination (Exemptions)	1	33	2	67	3
(iv) Declaration of Officer (Single Employer)	1	12	7	88	8
E. Disposition					
(i) Confirmed	77	40	115	60	192
(ii) Varied	21	41	30	59	51
(iii) Revoked	21	46	25	54	46
(iv) Abandoned	22	34	43	66	65
(v) Director Revoked	0	0	44	100	44
(vi) Bankruptcy — Stayed	0	0	24	100	24

Mediation Services Branch

The Mediation Services Branch deals with collective bargaining, conciliation, mediation, preventive mediation, and grievance arbitration. Through its staff of mediators in Edmonton and Calgary, the branch provides third party assistance to labour and management in the prevention and resolution of labour disputes as well as assisting in the establishment of effective relationships between employees, unions and employers.

Preventive Mediation

During fiscal year 1982-83 the branch launched a formal Preventive Mediation program in the industrial relations community. This program is designed to improve labour-management relations and to promote the understanding and implementation of responsible collective bargaining policies and procedures.

The Preventive Mediation program makes available to labour and management the following assistance: Relationship by Objectives (R.B.O.) — a program that emphasizes a comprehensive conflict-resolution process bringing the parties together to analyze problems and jointly develop ways to implement a positive labour relations program; Joint Training — a program that provides labour relations training for shop stewards and supervisors; Grievance Mediation — a program that offers third-party assistance to settle grievances before they reach the arbitration stage; Labour-Management Committees — a program that brings labour and management together where they can discuss problems of mutual concern; and First Agreement Orientation — a program that assists newly-certified parties about to begin negotiations for a collective agreement. The branch conducted its first R.B.O. program in November, 1982 involving some 45 participants and is continuing to monitor the results. Further information on the branch's Preventive Mediation program is contained in Table 7 on page 16.

The branch also monitors all collective agreements expiring in Alberta. Through this procedure mediators are able to better assess the collective bargaining climate and provide assistance when required. During the fiscal year 1982-83 some 554 collective agreements were monitored.

Grievance Arbitration

In the area of grievance arbitration, the director of the branch, on behalf of the Minister of Labour, appoints members to arbitration boards as required by the Labour Relations Act. The director also appoints single arbitrators and chairpersons when the parties fail to appoint, or cannot agree upon, an arbitrator or chairperson. During the fiscal year, 69 appointments were made.

Dispute Resolution Activity

In early 1982, all of the construction industry was at the collective bargaining stage with activity falling over into the 1982-83 fiscal year. There were strikes involving the construction labour relations trade divisions and unions such as millwrights, ironworkers, insulators, pipefitters and labourers. The majority of the agreements were resolved by June, 1982 and the collective agreements that were signed were for a two-year period.

Collective bargaining between health units and nursing staff was volatile during the reporting period. There were nine lockouts of approximately three weeks duration before an agreement was reached in late May, 1982.

The downturn in Alberta's economy in the last quarter of 1982 and the first quarter of 1983 brought much lower settlements in the industrial relations community than in the previous fiscal year. Specific information on settlements is published in the **Labour Fact Book, First Quarter 1983** available from the Planning and Research Branch.

During the reporting period mediators resolved 90 per cent of the assigned disputes without strike or lockout action. Of all collective agreements expiring during the fiscal year, 4.5 per cent resulted in strike or lockout action.

Further details concerning the activities of the branch are shown in Table 7 on next page.

Labour Division

Table 7

Statistical Summary
for the two years ending March 31, 1982 and 1983

	1981-82	1982-83
Conciliation/Mediation		
Disputes pending at April 1, 1982	42	82
Conciliators/mediators appointed	218	220
Dispositions of disputes:		
Settled without strike or lockout action	143	211
Settled after strike or lockout action	27	25
Sent to voluntary arbitration	0	1
Sent to arbitration under the Firefighters and Policemen Labour Relations Act	1	1
Sent to inquiry boards	1	0
Appointments cancelled	6	4
Disputes pending at March 31, 1983	82	60
Strikes and Lockouts		
Strikes	29	15
Lockouts	2	9
Preventive Mediation		
First Agreement Orientation Courses	55	52
Grievance Mediation Cases	12	25
Labour-Management Committees	200	14
Joint Training	0	1
Relationship by Objectives	0	1

Pension Benefits Branch

The Pension Benefits Branch is responsible for the administration and enforcement of the Pension Benefits Act. The principal objective of the act is to safeguard employees' rights to benefits promised under pension plans.

With the exception of certain exempted pension plans identified under section 21 of the Regulations, the act requires that every pension plan covering employees in Alberta be registered with the branch. Each of these plans must comply with the terms and conditions of the act throughout the plan's lifetime.

In accordance with the act, the branch has the power to reject pension plans that do not qualify for registration and can cancel certificates of registration previously issued. Branch staff monitor pension plans to ensure that they are administered correctly, that pension plan funds are sufficient to cover earned benefits, and that pension plan monies are prudently invested and managed.

As authorized by section 5 of the act, Alberta is a party to two agreements, one with the Government of Canada, and the other with those provinces having legislation similar to the act. Both agreements provide for the reciprocal registration, audit, and inspection of pension plans. Under these agreements, a pension plan subject to the legislation of more than one authority is supervised by the authority which has jurisdiction over the greatest number of plan members.

The branch is also the repository for Trust Agreements relative to employee benefit plans filed under section 151 of the Labour Relations Act. Filed Trust Agreements and amendments are reviewed for possible inadequacies or inconsistencies with regard to the intent and purpose of the agreement.

Plans Examined and Approved

As outlined in Table 8 on page 18, the Pension Benefits Branch examined 255 new pension plans during the 1982-83 fiscal year. Of these, 251 plans re-

ceived a Certificate of Registration. This compares to 135 plans that received a Certificate of Registration in the 1981-82 fiscal year and to 65 plans that received a Certificate of Registration in the 1980-81 fiscal year. This large increase was the result of acceptance by the Department of National Revenue of pension plans that primarily provide benefits for significant shareholders of a company or their relatives.

Under the reciprocal agreement provision of the Pension Benefits Act, eight plans were transferred to the jurisdiction of Alberta, and four were transferred from Alberta to other jurisdictions. During the year under review, 885 amendments were approved to plans supervised by the branch. This represents an increase of 208 amendments over the number of amendments approved in the previous fiscal year. The increase was largely due to amendments necessitated by changes to pension legislation in Saskatchewan and Quebec.

The branch was responsible for the supervision of 1 301 pension plans as of March 31, 1983, which included 26 plans awaiting approval for registration. Table 9 on page 18 shows that during the year under review 104 plans, covering 1 804 Alberta employees and 235 employees employed in other jurisdictions, were discontinued. Of these plans, 27 were replaced by new plans, 23 were discontinued because of employer financial problems or because the company was dissolved and 19 were discontinued because there were no plan members left.

As outlined in Table 10 on page 19, contributions to pension plans supervised by the branch during the 1982-83 fiscal year totalled more than $263 million. This figure represents an increase of approximately 27 per cent over the total contributions in the previous fiscal year.

Total employee contributions increased to approximately $48.5 million from the previous fiscal year's total of $45.6 million. Total employer contributions increased to $214.5 million, representing an increase of approximately 33 per cent over the total employer contributions in the previous fiscal year. This increase in employer contributions was mainly due to the increased amount of contributions to pension plans providing benefits primarily for significant shareholders of a company or their relatives.

Altogether, 220 789 employees were covered by the 1 301 pension plans under the supervision of the branch. Of these employees, approximately 33 per cent were employed in other jurisdictions. The number of Alberta employees covered by plans supervised by the branch increased approximately 12 per cent from the previous fiscal year to 147 202. Table 11 on page 19 provides further details on the number of employees covered by pension plans supervised by the branch.

Canadian Association of Pension Supervisory Authorities

Legislation similar to the Pension Benefits Act of Alberta has been enacted by the governments of Canada, Nova Scotia, Quebec, Ontario, Manitoba, and Saskatchewan. Authorized representatives of the various authorities are members of the Canadian Association of Pension Supervisory Authorities (CAPSA). During the period covered by this report, CAPSA met three times to review various aspects of pension plans and pension legislation.

In May, 1982, CAPSA made public its paper entitled **A Consensus for Pension Reform.** The paper was the result of a series of discussions held in the 1981-82 fiscal year. Discussions were held with a view to reaching a common position on possible changes to legislation to help solve problems currently associated with private pension plans. In December, 1982, CAPSA made public its proposed pension disclosure regulations and requested public input.

Other Activities

As in previous years, the branch dealt with a large number of enquiries relating to pensions. The branch provided assistance to employees, employers, insurance and trust company officers, consultants and lawyers.

The branch applied considerable effort to ensure that plans were amended to comply with legislative changes enacted by the various authorities outside Alberta. During the period covered by this report, the most extensive changes were those made to Quebec's legislation, effective April 1, 1982.

Branch staff served as speakers at public pension meetings and seminars and also assisted pension plan administrators in tracing the whereabouts of terminated plan members entitled to benefits.

Labour Division

Table 8

Pension Plans Approved, Cancelled, Transferred or Amended
during the year ending March 31, 1983

	Total at March 31, 1981*	Total at March 31, 1982*	Additions during period	Total at March 31, 1983
Plans examined	2 737	2 873	255	3 128
Plans "Approved" (Registration)	2 650	2 785	251	3 036
Plans transferred to Alberta supervision	116	124	8	132
Plans transferred from Alberta supervision	132	143	4	147
Plans cancelled	1 658	1 734	104	1 838
Amendments to "Approved" Plans	7 778	8 455	885	9 340
Annual Information Returns**	18 648	19 844	1 197	21 041
Appendix A to Form 2 (B)***	3 010	3 105	508	3 613

* These columns show totals since January 1, 1967.

** An Annual Information Return is submitted annually in respect of every pension plan and provides data regarding contributions to the plan, plan membership, terminations, retirements and benefits provided.

*** This Appendix is submitted every third year and contains details on the operation of the pension plan fund.

Table 9

Reasons for Discontinuance of Pension Plans during the year ending March 31, 1983

	Total at March 31, 1981*	Total at March 31, 1982*	Additions during period	Total at March 31, 1983
Non-approval by Department of National Revenue	287	287	0	287
Replaced by new plans	375	393	27	420
Financial problems	112	117	11	128
Company dissolved	161	166	12	178
Not required to register and duplicate registration	23	25	0	25
No members left in plan	233	247	19	266
Non-compliance	27	28	4	32
No reason given — owners' request	440	471	31**	502
TOTAL	1 658	1 734	104	1 838

* These columns show totals since January 1, 1967.

** The 31 plans shown in this category consisted of:

9 "Significant Shareholder" Plans	15 members
2 "Salaried and Executive" Plans	8 members
20 "All Employees" Plans	121 members
TOTAL	144 members

Of the 144 members covered:

16 transferred the value of their entitlement to Registered Retirement Savings Plans
69 received cash
59 received deferred life annuities

Table 10

Contributions to Pension Plans Supervised by the Pension Benefits Branch

during the years ending March 31, 1982 and 1983

	1982	1983
Employee required contributions	$ 38 483 846	$ 42 567 504
Employee voluntary contributions	7 120 974	5 958 416
Total Employee Contributions	$ 45 604 820	$ 48 525 920
Employer current service contributions	131 250 267	$177 767 190
Employer past service contributions	26 770 982	35 228 410
Employer special payments	3 624 981	1 514 163
Total Employer Contributions	$161 646 230	$214 509 763
Total Contributions	$207 251 050	$263 035 683

Table 11

Jurisdiction of Plan Membership for Pension Plans Supervised by the Pension Benefits Branch

during the years ending March 31, 1982 and 1983

	1982		1983	
	#	%	#	%
Alberta	131 789	65.8	147 202	66.7
Quebec	23 606	11.8	23 752	10.8
British Columbia	15 629	7.8	16 454	7.5
Ontario	11 316	5.7	13 298	6.1
Manitoba	9 202	4.6	10 201	4.6
Saskatchewan	4 925	2.5	6 003	2.7
Nova Scotia	2 546	1.3	2 535	1.1
Newfoundland	422	0.2	513	0.2
New Brunswick	283	0.1	264	0.1
Yukon and Northwest Territories	119	—	50	—
Prince Edward Island	25	—	26	—
Outside Canada	461	0.2	491	0.2
TOTAL	200 323	100.0	220 789	100.0

General Safety Services Division

The objective of General Safety Services Division is to reduce injuries and the loss of life and property in Alberta through the co-ordinated delivery of safety-related programs involving equipment and installation standards, inspections, plans review, education and promotion, trade certification, permits and certificates, training and support to municipalities. The areas of responsibility and the programs administered by the division cover a broad spectrum, from complex industrial utility systems to services and construction in the home.

With headquarters in Edmonton, the division has field offices in 13 locations including: Calgary, Camrose, Drumheller, Edmonton, Edson, Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat, Peace River, Red Deer, St. Paul, and Vermilion.

General Safety Services Division comprises the following branches: Boilers and Pressure Vessels, Building Standards, Electrical Protection, Elevator and Fixed Conveyances, Fire Prevention, and Plumbing and Gas Safety Services.

Selected Highlights

Although there has been an 18 per cent overall reduction in work permits and work certificates, reflecting the economic downturn, a number of branch activities have increased. Inspections conducted at over 154 000 sites increased approximately three per cent over the previous year. The number of workers certified increased more than 30 per cent reflecting efforts by workers to upgrade their skills. Construction involving pressure vessels remained at a high level with a 30 per cent increase in designs submitted to the Boilers Branch for review. The amalgamation of the former Plumbing and Gas Branches, which allows dual inspections, has provided an anticipated increase in inspection efficiencies. Inspections were up five per cent over last year despite a three per cent staff decrease and the need to deploy some inspectors to safety education and cross training activities.

The Fire Prevention Act was substantially revised and now incorporates the Lightning Rod Act. Important changes were made to improve enforcement provisions, clarify investigation responsibilities and encompass the scope of expanded branch activities. The number of conversions to propane and natural gas for automobile fuel increased sharply and new regulations were adopted to improve safety in filling stations.

A new 11-member Fire Prevention Council was established at the end of the reporting period to hear appeals and advise the Minister on fire-related matters. The Alberta Building Standards Council which is similar to the Fire Prevention Council handles appeals and advises the Minister on building standards matters. During the year this council received 35 appeals and provided advice to the Minister on important matters such as the new Fire Prevention Act, a proposed Fire Code and water supply for firefighting.

The division provided advice and inspection services to several unique projects during the period including the first inclined elevator in Canada which was installed in the Edmonton Convention Centre, the new Calaway Theme Park amusement ride facility in Calgary and the Scout Jamboree in Kananaskis which had more than 10 000 participants.

Selected Statistics

The table below provides a three-year statistical summary of selected activities undertaken by the division.

	1980-81	1981-82	1982-83
Inspections carried out	158 145	149 394	154 238
Work permits and work certificates issued	123 009	110 518	91 564
Workers certified	12 802	11 374	15 085
Investigations conducted	769	779	748
Examinations given	11 097	12 013	14 792
Plans examined	24 682	24 859	26 552
Meetings and seminars conducted	8 623	8 556	9 666

Boilers and Pressure Vessels Branch

The objective of the Boilers and Pressure Vessels Branch is to provide reasonable protection to life and property where boilers and pressure vessels are in use. The branch pursues this objective and encourages good safety practices by its administration of the Boilers and Pressure Vessels Act and Regulations, which provide for boilers, pressure vessels, and pressure piping to be designed, constructed, installed, and operated according to adopted standards.

The branch has regional offices in Calgary and Edmonton and six district offices, in Fort McMurray, Grande Prairie, Lethbridge, Medicine Hat, Red Deer, and St. Paul. Branch operations are divided into three main activity areas: Design Surveys, Inspections, and Examinations. The Design Survey, Records and Examinations sections are located at branch headquarters in Edmonton.

General Safety Services Division

Design Surveys

Before a boiler, pressure vessel, or pressure piping system can be constructed in Alberta its design is reviewed by the branch. This is to ensure that designs comply with regulations and applicable codes governing sound engineering practices, material specifications, welding and construction procedures, and quality control systems.

As shown in Section A, Table 12, page 27, 6 894 designs were submitted resulting in a 31 per cent increase of designs reviewed in the 1982-83 period. This reflects a high level of construction during the year. Eighteen major projects, each in excess of $100 million and representing a total estimated cost of approximately $6 billion dollars, were under construction.

Inspections

Boilers and pressure vessels are inspected and tested during and after construction and after installation at which time certificates are issued to permit their operation in Alberta. Inspections during construction are generally undertaken in fabricating shops, however, most projects involving refineries, chemical and power generating plants, have large boilers and pressure vessels which, because of their size, are required to be built on site and these are inspected and tested in the field. Service inspections are carried out as required during the operating life of the boiler or pressure vessel.

Many of the pressure vessel manufacturers in the province operated at full capacity during most of the year and some of the vessels constructed by these companies were built for export to the U.S.S.R., Australia, U.S.A., Mexico, the Middle East, Japan, and several other countries.

Section B in Table 12 shows that in 1982-83 the total number of inspections decreased to 39 035 from 42 004 in 1981-82. In the course of these inspections, as shown in Section C in Table 12, the number of potential hazards found during service inspections dropped to 3 087 from 3 507. The increased volume of activity in the Design Survey Section and Welder Testing Program necessitated temporary redeployment of inspectors to these activities from service inspection work which is reflected in the seven per cent decrease in inspections completed. Problems associated with safety valves and severe corrosion in boilers and pressure vessels continue to account for a high percentage of the incidence of potential hazards.

Examinations

Certificates of competency issued by the branch are required by persons who operate power and heating plants, or who are employed to weld boilers, pressure vessels, or pressure piping systems. The certificates for power engineers, pressure welders, and building operators are issued upon successful completion of examinations. These examinations, conducted in all branch regional offices, are designed to ensure that the holders of certificates of competency have the standards of experience, competency and knowledge required in their respective fields.

Section D in Table 12 also shows a high level of construction during the fiscal year. A total of 6 575 pressure welders passed examinations, a significant increase of 1 861 or 39.5 per cent over the previous year. To help alleviate the increased demand, additional test booths were installed in the Calgary testing facility where a major backlog had developed.

Other Activities

The branch investigates accidents involving boilers, pressure vessels, power plants, heating plants, and pressure plants to identify causes and prevent accident recurrences. Investigations also assist in determining whether legislative changes are necessary. Section E in Table 12 shows that the number of accident investigations during the year was 38 compared with 47 for 1981-82 and 43 for 1980-81.

Several significant changes were made to the three sets of regulations under the Boilers and Pressure Vessels Act. These include: removal of low priority vessels from service inspection; a requirement for companies engaged in the retesting and inspection of liquified petroleum gas and anhydrous ammonia cargo transport vessels to implement a program of quality control; provision of mobility for pressure welders in the work force by recognizing equivalent qualifications from other provinces; and the introduction of a Special Boiler Operator's Certificate of Competency to ensure that the owners and operators of small power plants have sufficient knowledge to operate their power plants.

The branch was very active during the year in safety communications work. A number of information guides were developed to assist owners and companies involved with boilers and pressure vessels. These guides included information on accident reporting responsibilities under the act; how to establish a safety valve or safety relief valve maintenance program together with the necessary records system; how companies may obtain a Certificate of Authorization for setting and servicing safety relief valves in Alberta; requirements for the installation and maintenance of boilers and pressure vessels; and how to establish quality control systems when repairing this equipment.

General Safety Services Division

Building Standards Branch

The objective of the Building Standards Branch is to provide reasonable safeguards to life, health, property, and public welfare in (1) the design, construction or occupancy of new buildings, and in (2) the alteration, reconstruction, demolition, removal, relocation or change of occupancy classification of existing buildings. The branch pursues this objective by monitoring the application of the standards set out in the Alberta Building Code.

Monitoring standards compliance is largely accomplished through authorized municipalities which administer and enforce the Alberta Building Code. Of the 352 municipalities in Alberta, 302 have requested and been granted authority to administer and enforce the Alberta Building Code within their boundaries. The branch provides administrative and technical advice on building code requirements, enforcement, and material approval to all municipalities in the province. Assistance in code enforcement is also given to smaller municipalities through the review of plans and the inspection of more complex projects.

As part of its responsibility for general safety of the public, the branch operates a materials approval system that evaluates building products and practices for compliance with the Building Code objectives. While manufacturers may obtain acceptance for their building products at the municipal level, these approvals are only valid for that particular municipality. Evaluation of building products by the branch can provide acceptance on a province-wide basis if a manufacturer wishes.

The branch, in its assistance programs, reviews building plans for all classes of buildings and carries out inspections of construction work in progress. Table 13 on page 28 shows that during the reporting period, the branch examined plans for 1 920 building projects involving a total floor area of 975 140 m². The estimated value of the construction involved in these building projects was $536 million. These figures indicate approximately a 15 per cent slowdown in the number of projects the branch handled. Generally, projects were smaller in size and value during the reporting period. Inspections increased by almost eight per cent over the previous year reflecting a catch-up on a backlog.

With the objective of uniform application and improving understanding of the building standards legislation, the branch also develops and conducts training programs for municipal and provincial inspectors. In addition, the branch conducted several seminars on professional seal requirements, updated a series of Standata Bulletins containing 11 administrative bulletins, 16 technical bulletins, two director's rulings and produced a major policy bulletin on the subject of water supplies for firefighting.

The branch's Committee for the Review of Building Standards for the Handicapped met several times and reviewed recommendations of the National Research Council for changes proposed for the next edition of the National Building Code which will be considered for adoption in Alberta in the future.

The branch provides a secretariat for the Building Standards Council whose function is to hear appeals relating to building inspectors orders and to act in an advisory capacity to the Minister and the department.

The Alberta Building Standards Council received 35 appeals during the period April 1, 1982 to March 31, 1983. The Council provided advice to the Minister of Labour on the following subjects: water supply for firefighting; the Vinto report which examined the cost of construction of smoke control measures in high rise buildings as compared to the installation of sprinklers; the Fire Prevention Act: the proposed Alberta Fire Code; and safety within the building demolition industry.

Electrical Protection Branch

The Electrical Protection Branch administers three major programs under the authority of the Electrical Protection Act, designed to encourage individual and corporate understanding and responsibility for achieving reasonable electrical safety objectives in Alberta. Branch activities include: a standards development program; a regulatory program consisting of inspections and investigations; and an education program directed to members of the electrical industry and the public at large. These programs were planned and co-ordinated through head office in Edmonton and delivered through 12 regional offices strategically located throughout the province.

The standards development program is instrumental in providing safe electrical installations and

work procedures for industry and the general public by establishing suitable standards, regulations and inspection/investigation techniques. As a result of branch participation in establishing provincial and national safety standards for electrical products, utility systems and wiring installations, Albertans were provided with regulatory requirements that adequately met their safety needs without being unnecessarily restrictive.

The regulatory program objective is to provide electrical inspection and investigation services that are based on a quality control concept. Persons performing electrical work in a responsible manner have a lower percentage of their installations inspected than persons who have not demonstrated such qualities. Industrial, commercial, and residential installations, utility systems and approval of equipment are all included in the program as well as a control system consisting of permits and certification.

Although the number of permits issued during the year declined 17 per cent from the previous year, the number of permit-covered installations inspected remained relatively constant. Nineteen per cent more plans and specifications were reviewed (13 432 in 1981-82 and 15 993 in 1982-83). Table 14 on page 28 provides statistical data on branch activities during the reporting period.

The total number of inspections conducted, including industrial, commercial, and residential wiring, electrical utility installations and electrical equipment approval increased by approximately 10 per cent from 48 884 in 1981-82 to 54 150 in 1982-83. Equipment approval inspections increased by 30 per cent from 8 237 to 10 686. Five hundred and ninety-eight certified electricians wrote master exams compared with 424 the previous year for an increase of 41 per cent. The number of persons holding master electrician certificates increased by about 11 per cent from 2 222 to 2 476.

The education program helps to accommodate demonstrated public safety needs. For example, electrical code seminars were not required to the same degree as in the previous two years since the industry is now much more conversant with current code interpretations.

The number of meetings and technical interviews increased by 37 per cent and 21 per cent respectively, reflecting a growing public awareness of branch services. The number of scheduled meetings, mainly with members of the industry, increased from 890 to 1 221 and technical interviews, covering all activities, from 68 704 in 1981-82 to 83 135 in 1982-83. Seventy injury-related electrical accidents were investigated during the year, seven of which resulted in fatalities as compared with 78 investigations and 12 deaths in 1981-82. Accident investigations were followed up by branch personnel in an attempt to help prevent similar accidents in the future.

Elevator and Fixed Conveyances Branch

The objective of the Elevator and Fixed Conveyances Branch is to develop and implement programs to ensure that a high level of safety is maintained on vertical and horizontal transportation systems in buildings and recreational areas.

Many types of equipment are covered by these programs including passenger and freight elevators, elevating devices for the handicapped, escalators, moving walks, dumbwaiters, personnel hoists, man lifts, inclined passenger lifts, aerial tramways, gondolas, chair lifts, ski tows, amusement rides and more recently a new category of freight handling equipment — platform lifts.

The work of the branch is divided into three major areas of activity: review of drawings, inspection and tests, and accident investigation. Drawings and specifications are reviewed to check for conformity to regulations. Inspections and tests are carried out to determine whether equipment is installed and maintained according to accepted standards for public safety. Accident investigations are conducted in an effort to determine causes, to evaluate the adequacy of regulations and to help prevent similar accidents from recurring. The branch also assists in the development of regulations pertaining to equipment covered by the inspection program.

Table 15 on page 29 provides statistical data on major activities during the reporting period compared to the two previous years. The number of new installations increased dramatically in 1981-82, up 30 per cent over 1980-81 and this growth rate has been maintained in 1982-83. The increased volume has been accommodated by establishing a tighter priority on established inspections.

In keeping with the department's restraint practices, the inspection program was streamlined resulting in a 10 per cent reduction in the number of inspections carried out. Although the number of inspections decreased

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by 10 percent, the mandate of the legislation administered by the branch was fully carried out.

During the reporting period, the branch participated in the development of a new standard for elevating devices for the handicapped. This will be of significant assistance to Alberta manufacturers and installers of lifts for the handicapped as it covers a variety of types of lifts and will result in improved availability for users. Implementation of the new standard is planned for the 1983-84 fiscal year.

Observation elevators (glass-panelled cars and glassed or opened shafts) continue to be a popular design concept. New standards adopted have clarified the requirements of this relatively new type of elevator installation and have provided architects, engineers and inspection authorities with a better understanding of the various requirements.

A program initiated last year with the branch and fire authorities relating to the emergency use of elevators in high-rise buildings, continued to be of major importance. A specific aspect of the program during the reporting period was directed toward special emergency use of elevators in hospitals from the point of view of both firefighters and medical staff.

Of particular interest during the year were the following three projects, each of which represented a "first" for the branch:

A Swiss manufacturer was awarded a contract for the installation of an inclined elevator in Edmonton's new Convention Centre. As this was the first unit of its kind in Canada, the manufacturer arranged for consultation with the branch concerning safety requirements applicable in Alberta and sponsored a visit by a branch representative to the factory for discussions with their engineering personnel and on-site inspections of a number of installations in Switzerland similar to the unit proposed.

The first annual Operating, Maintenance and Safety Seminar of the Canadian Outdoor Amusement Association was held this year in Ottawa. It was attended by most of the provincial inspection authorities involved with amusement ride inspection, midway show operators and amusement ride operators/owners. A senior member of the Elevator and Fixed Conveyances Branch who is also chairman of the CSA Amusement Ride Code Committee participated in the program.

The first Theme Park in Alberta was completed in Calgary in mid-1982 featuring two major and six smaller amusement rides, permanent installations designed to entertain both children and adults. During the preliminary design and construction periods branch personnel worked with the owners/installers providing assistance with regard to regulations, safety requirements and on-site inspections at appropriate intervals.

Fire Prevention Branch

The Fire Prevention Branch strives to reduce the number of injuries and deaths caused by fires, the number of fires and fire-related property damage.

Branch personnel regularly inspect controlled buildings and facilities which are subject to provincial fire regulations. The purpose of the inspection is to ensure that they meet acceptable levels of fire safety. Other buildings are inspected upon complaint. Branch staff conduct in-depth investigations of fires throughout the province and assist police and fire departments engaged in fire investigation activities. A high priority is given to the investigation of fire deaths, arson fires, and fires involving large property loss. The branch develops and presents training and information programs for members of municipal and industrial fire departments in Alberta. In addition to providing technical assistance to municipalities on fire prevention and protection, the branch conducts fire safety education programs for the general public and collects and disseminates statistical information on fires.

During the 1982-83 fiscal year the Fire Prevention Act was substantially revised. The revised Fire Prevention Act, Chapter F-10.1 1982 is similar in concept to the previous Fire Prevention Act. Under the new act, however, investigation responsibilities are more clearly delineated, some provisions have been changed to encompass the scope of expanded branch activities and the appeal and enforcement provisions have been improved. The Lightning Rod Act was repealed and the requirements were embodied into the Fire Prevention Act.

Providing programs aimed at fire prevention is a major activity of the branch. Staff provide various services directed to this end including public education programs dealing with the hazards of fire, sources of ignition and methods of preparing for fire. Inspection services are available from staff at regional offices throughout Alberta. Special emphasis is placed on the inspection of assembly, institutional and residential buildings in smaller centres where the fire prevention activities of the fire departments are minimal. Table 16 on page 30 indicates the number of inspections conducted by branch personnel decreased by 29 per cent over the previous year. Presentations made to groups on fire prevention subjects also reflected a decrease

of 17 per cent. These decreases reflect branch efforts to streamline activities and to improve efficiency.

A major undertaking during the year was the development of an evacuation procedures manual for medical care facilities. The manual is designed to improve efficiency during patient evacuations and has been used in several institutions during the year on a trial basis. Comments received were positive and indicate that the manual will be helpful in training staff in a wide variety of Alberta institutions. Plans are underway to develop similar manuals for other occupancies including theatres.

The reduction in fire prevention activities by the branch was offset to some extent by the formation of four additional regional fire prevention organizations. This brings the province-wide total to 15 comprising about one third of the fire departments in Alberta. Members meet regularly with branch staff to discuss concerns such as mutual aid, fire investigation, inspection and fire prevention programs. The development of these organizations is part of a continuing effort on the part of the branch to encourage fire departments to increase fire prevention activities.

Each year a number of fire losses are subjected to detailed examination. This type of investigation is usually carried out when a death occurs as a result of the fire, when arson is suspected, or when the cause of a fire is not known, or when a major loss occurs. During 1982-83, 1 499 of these in-depth investigations were carried out which is a slight increase over the previous year. Fire Prevention Branch staff investigators, however, were called upon to assist police and fire departments in 420 of these investigations. The demand for these services has increased 25 per cent each year for the past two years reflecting a growing recognition of the expertise of branch staff in this area.

During the year branch investigators were involved in a study carried out by the Insurance Crime Prevention Bureaux and the R.C.M.P. to determine the burning characteristics of newer model cars. The results of these tests provided new insight into the burning characteristics of present-day automobiles and will be a valuable aid to fire investigators, crime laboratory technicians, insurance adjusters and others concerned with the automobile fire problem.

In order to make the most effective use of the Alberta Fire Training School's (A.F.T.S.) specialized equipment and facilities, new emphasis is being placed on utilization of A.F.T.S. firefighter training courses by municipal fire departments. The course material and the necessary training aids are provided by A.F.T.S. The training course is conducted by the instruction staff of the fire department. Following completion of the course, examinations are conducted by A.F.T.S. personnel and certificates are awarded to successful candidates. Part 1 of the firefighters series has been presented successfully in this manner.

An additional course entitled "Fire Prevention for the Firefighter" was introduced during the year. Additional courses will be made available in the future. This extension program has allowed the staff at A.F.T.S. to concentrate on those courses that require the more specialized facilities and equipment available at A.F.T.S. The use of extension courses in this manner has allowed the variety of training programs offered at A.F.T.S. to increase significantly and provides for more efficient use of the school. The number of persons participating in the extension program has increased 70 per cent in the past two years. Further development of the program will allow additional courses to be presented by municipal fire departments throughout Alberta.

The branch also presented three special one-day seminars to a total audience of 111. Subjects covered at the seminars were breathing apparatus, fire extinguishers and water supplies for firefighting. Section C in Table 16, on page 30 provides additional information on branch training programs.

Plumbing and Gas Safety Services Branch

The objectives of the Plumbing and Gas Safety Services Branch are: (1) to maintain a consistently safe environment for the public with respect to plumbing installations and sewage disposal systems, and (2) to protect people from injury and property from damage in the installation, transmission, distribution and utilization of natural and propane gases. The branch pursues these objectives through the administration of the Plumbing and Drainage Act and the Gas Protection Act and Regulations governing the acceptance, installation, alteration, repair and maintenance of plumbing and gas systems.

The branch works closely with national testing laboratories and the plumbing and gas industries in developing and improving equipment standards, installation requirements, and safety procedures. Installation permits are issued to qualified plumbers, gasfitters, contractors, and homeowners. A monitoring type of field inspection program is provided through-

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out the province except in some of the larger municipalities which have their own permit and inspection programs. In addition the branch issues certificates to qualified tradesmen, investigates accidents, provides a consultative plans examination service, conducts training and safety seminars, and administers an approval program for the testing of unique equipment for which it is not practical or feasible to obtain certification from a national laboratory such as the Canadian Standards Association.

During the reporting period, updated regulations covering natural and propane gas installations were adopted. Of particular significance are new regulations relative to propane storage and dispensing facilities at propane vehicle refueling centres. These refueling centres are being installed throughout the province to accommodate the increasing use of propane to provide carburetion on highway vehicles. The new regulations contain requirements which provide for the physical protection of the propane tank, its equipment and the pipes attached to it from possible damage from vehicular traffic.

In co-operation with the Technical Development Branch, Earth Sciences Division, Alberta Environment, a study was carried out on the subsurface disposal of septic tank effluent. This study provided excellent results with respect to establishing relationships between soil and water chemistry and field performance of these systems. The work has shown great potential with respect to forecasting problem areas in subsurface sewage disposal systems and will be continued in 1983-84.

Table 17 on page 31 shows a substantial decrease in the number of plumbing and gas installations completed during the year. Plumbing permits issued decreased from 11 381 to 5 869 and gas permits from 31 060 to 25 450 for a total reduction of approximately 24 per cent.

Field inspections increased by five per cent over the previous year, as shown in Table 17. The increase was achieved through the 1981-82 amalgamation of the Plumbing Inspection Branch and the Gas Protection Branch and the integration of staff into a single inspectorate which administers safety requirements for both plumbing and gas.

Table 17 shows there is little change from year to year in the number of workers issued with certificates. A total of 1 734 gasfitters and 88 sewage system contractors were issued certificates entitling them to obtain installation permits. The regulations governing the certification of gasfitters were amended to extend the certificate renewal period from one year to five years. As a result of this change gasfitter contractors are relieved of the administrative task of applying for certificate renewal on an annual basis.

During the year, a greater emphasis was placed on public safety education and on the training and upgrading of plumbers, gasfitters, and sewage system contractors. Table 17 indicates that the total number of plumber and gasfitter upgrading training seminars conducted by the branch increased by 14 per cent over 1981-82. These seminars have proven extremely beneficial in maintaining uniform application of the regulations and in assisting industry to complete satisfactory installations without the necessity of costly corrective modifications. The table further shows that there was a 17 per cent increase in the number of public meetings attended by branch inspectors. At these meetings educational gas safety programs outlining the gas consumer's role in keeping appliances in good condition and using them safely were presented.

Table 17 also shows an overall decline of 15.5 per cent in the number of accidents investigated. Of the five fatal accidents investigated, one involved a plumbing installation where a child drowned in a septic tank; another involved a propane tank installation; two involved carbon monoxide poisoning from poorly maintained natural gas installations; and one involved a mobile home fire, the cause of which could not be attributed to the gas installation.

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Table 12

Boilers and Pressure Vessels Branch
Comparative statistical summary
for the three years ending March 31, 1981, 1982 and 1983

	1980-81	1981-82	1982-83
A. Designs Processed			
Designs submitted	4 062	5 264	6 894
Designs accepted	4 011	4 838	5 320
Designs rejected	602	221	265
Design revisions	1 075	984	1 658
B. Inspections Carried Out			
High pressure boilers	1 775	1 640	1 936
Low pressure boilers	3 497	4 010	4 445
Receivers	11 329	8 690	6 690
Heat exchangers	2 378	2 617	3 416
Process vessels	5 771	5 720	5 596
Miscellaneous	682	1 010	893
Progress Inspections	16 509	18 317	16 059
Total	41 941	42 004	39 035
Certificates of Inspection Issued	22 428	22 344	20 810
C. Potential Hazards Found in Service Inspections			
Safety valve seized or inoperable	1 080	1 140	1 014
Low water fuel cut-off inoperable	101	142	119
Free air inlet inadequate	62	94	30
Heating surface of boiler heavily scaled	296	214	184
Severe corrosion requiring repairs	867	825	690
Miscellaneous unsafe conditions	1 033	840	775
Insufficient safety valve capacity	112	92	82
Boiler water gauge glass inoperable	30	23	24
Accessories requiring repair	336	131	155
Condemned or ordered out of service	28	6	14
Total	3 945	3 507	3 087
D. Examinations Conducted			
Engineers and building operators	5 658	5 461	5 406
Pressure welders	4 908	6 128	8 700
E. Accidents Investigated			
Accidents	43	47	38
Injuries	4	10	15
Fatalities	1	3	0
F. Meetings Attended	1 433	1 538	2 645
Seminars Given	0	0	0

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Table 13

Buildings Standards Branch
Comparative statistical summary
for the three years ending March 31, 1981, 1982 and 1983

	1980-81	1981-82	1982-83
Building plans examined	2 272	2 271	1 920
Floor area (m^2)	1 482 000	1 398 000	975 140
Estimated value ($)	741 000 000	769 000 000	536 326 450
Inspections carried out	3 894	4 067	4 390
Meetings and Seminars conducted	4 167	4 116	3 910

Table 14

Electrical Protection Branch
Comparative statistical summary
for the three years ending March 31, 1981, 1982 and 1983

	1980-81	1981-82	1982-83
A. Wiring Permits issued	46 035	40 262	33 449
B. Plans and Specifications Reviewed	13 447	13 432	15 993
C. Inspections Conducted			
Covered by permits	38 493	35 514	37 397
Not covered by permits	2 629	2 482	2 622
Equipment approval	7 659	8 237	10 686
Electrical utility installations	3 088	2 651	3 445
	51 869	48 884	54 150
D. Certificates Valid & Examinations Written			
Master electricians	2 068	2 222	2 476
Exams Written	381	424	598
E. Accidents and Fire Investigations			
Non fatal accidents	169	180	119
Fatal accidents	10	12	7
Fires	93	81	78
	272	273	204
F. Seminar Activities	459	317	171
G. Meetings	1 024	890	1 221
H. Interviews	63 196	68 704	83 135

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Table 15

Elevator and Fixed Conveyances Branch
Comparative statistical summary
for the three years ending March 31, 1981, 1982 and 1983

	1980-81	1981-82	1982-83
Drawings examined			
Total	461	566	566
New Installations			
Passenger elevators	374	471	505
Private residence inclined lifts	5	3	3
Inclined passenger lifts	—	1	4
Escalators	15	37	21
Freight elevators	21	29	16
Dumbwaiters	20	28	13
Bell lifts	3	—	—
Personnel hoists	15	28	20
Rope tows	2	2	3
Ski tows	7	3	—
Chair lifts	—	1	6
Aerial tramways	—	—	—
Amusement rides	—	—	16
Lifts for the handicapped	—	—	11
Total	462	603	618
Alterations to Existing Equipment			
Passenger elevators	16	6	3
Freight elevators	1	4	—
Dumbwaiters	1	—	—
Rope tows	1	—	—
Ski tows	—	—	—
Aerial tramways	—	—	—
Total	19	10	3
Inspections Carried Out			
Elevators & related equipment	4 563	5 239	4 360
Aerial tramways & related equipment	134	165	169
Amusement rides	369	423	454
Elevators — (for Canada Labour)	133	148	116
Re-inspections: All classes	1 503	1 381	1 326
Preliminary Inspections: All classes	1 204	1 181	1 246
Total	7 906	8 537	7 671
Accident Investigations Conducted			
Freight elevators	—	—	—
Escalators	1	9	4
Passenger elevators	2	1	3
Handpower freight elevators	—	—	—
Rope tows	—	—	—
Ski tows	—	4	—
Chair lifts	2	—	—
Aerial tramways	1	—	—
Amusement rides	6	3	3
Total	12	17	10
Certificates of inspection issued	4 983	5 736	4 986
Meetings & seminars conducted/attended	42	45	53

General Safety Services Division

Table 16

Fire Prevention Branch
Comparative statistical summary
for the three years ending March 31, 1981, 1982 and 1983

	1980-81	1981-82	1982-83
A. Fire Prevention			
Building fire inspections conducted	3 001	3 123	2 204
— recommendations to correct hazards issued	8 399	9 892	6 401
— orders to remedy conditions issued	9	1	4
Plans examined	474	749	588
Meetings and lectures conducted	1 010	1 546	1 276
— attendance	22 758	34 831	25 831
B. Fire Investigation			
Investigations conducted by branch	279	339	420
Investigations by other agencies	1 100	1 137	1 079
Total	1 379	1 476	1 499
Causes of Fires Investigated			
— arson	943	1 076	528
— accidental or unknown	428	400	971
— under investigation	8	—	—
Total	1 379	1 476	1 499
C. Fire Service Personnel Training			
Alberta Fire Training School Municipal Training Programs		**Attendance**	
Course Title (Duration 44 hrs.)			
Part I Firefighter	182	241	132
Part II Firefighter	113	111	143
Part III Firefighter	101	73	88
Part IV Firefighter	—	20	56
Pump Operator "A"	28	37	38
Pump Operator "B"	15	21	31
Fire Service Instructor	42	35	19
Fire Prevention for the Firefighter	34	22	—
Fire Officer C1 Building Construction	33	53	—
Fire Officer C2 Leadership	—	22	51
Fire Officer C3 Pre-fire Planning	—	—	20*
Fire Officer C4 Fire Suppression & Safety	—	—	20*
Fire Officer C7 Fire Investigation	148	91	45
Fire Prevention Officer D1 Water Supply	—	—	11*
Total Municipal Fire Department Personnel	696	726	654
Extension Courses — Municipal presentation			
Course Title — (Duration 44 hrs.)			
Part 1 Firefighter	—	80	286
Fire Prevention for the Firefighter	—	—	50
Total Municipal Fire Department Personnel Attending A.F.T.S. Sponsored Extension Courses	—	80	336
Total Municipal Fire Department Personnel	696	806	990
Industrial Programs			
Course Title (Duration as indicated)			
Part I Industrial Firefighter (16 hrs.)	—	—	61*
Part IA Industrial Firefighter (8 hrs.)	—	65	64
Part II Industrial Firefighter (16 hrs.)	—	—	55*
Aircraft Crash/Fire Response — Dry Chemical	—	—	12*
Total Industrial Fire Department Personnel	—	65	192
Total Attendance — A.F.T.S. sponsored courses	696	871	1 182
One-day seminars	40	146	111

* These courses were offered for the first time in 1982-83.

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Table 17

Plumbing and Gas Safety Services Branch
Comparative statistical summary
for the three years ending March 31, 1981, 1982 and 1983

	1980-81	1981-82	1982-83
A. Plumbing and Gas Permits Issued			
Plumbing permits	8 067	6 923	4 257
Private sewage disposal permits	4 306	3 596	2 435
Plumbing in factory-assembled buildings	1 062	862	177
Sub-total: Plumbing permits	13 435	11 381	6 869
Natural gas (towns and villages)	22 169	17 135	17 913
Natural gas (farms)	4 223	5 916	1 323
Propane gas (towns and villages)	6 301	4 818	4 994
Propane gas (farms)	1 789	1 516	211
Plastic pipe (gas)	1 995	1 675	1 009
Sub-total: Gas permits	36 477	31 060	25 450
Total: Plumbing and Gas permits	49 912	42 441	32 319
B. Field Inspections			
Plumbing inspections	13 148	11 192	13 309
Plumbing complaints investigated	205	85	101
Sub-total: Plumbing inspections	13 353	11 277	13 410
Gas installations covered by permits	33 327	30 251	29 814
Existing old gas installations	2 784	2 431	2 860
Approval of domestic/commercial gas appliances	380	353	326
Approval of industrial gas equipment	152	114	378
Sub-total: Gas inspections	36 643	33 149	33 378
Total: Plumbing and Gas Inspections	49 996	44 426	46 788
C. Workers' Certificates Issued			
Gas fitter certificates	1 701	1 678	1 734
Sewage system contractors certificates	97	100	88
Total	1 798	1 778	1 822
D. Tradesmen Training Seminars			
For plumbing installers	50	47	55
For gasfitters	96	86	97
Total	146	133	152
E. Examinations given	131	64	88
F. Plans Examined	638	700	591
G. Public Meetings	70	108	127
H. Accident Investigations			
Accidents reported	80	90	76
Accidents investigated	80	90	76
Fatal accidents	7	5	5
Non-fatal accidents	67	28	24

Labour Relations Board

The Labour Relations Board is a quasi-judicial tribunal which administers the Labour Relations Act, Chapter L 1-1, Revised Statutes of Alberta 1980. Through applications made to the Board, the Board administers and regulates labour relations between employers and trade unions in the private sector. The Labour Relations Act governs the proceedings by which a trade union may become certified as a bargaining agent and compel collective bargaining with an employer for a unit of employees. The act also governs the proceedings by which a trade union may lose this bargaining authority. The Board, through application of the act, also governs the procedures by which a trade union may proceed to a lawful strike and by which an employer or an employers' organization may proceed to lawful lockout.

Applications

The Labour Relations Act provides that the Board may, among other things, determine: whether a person is an employer or an employee; whether an organization of employees is a trade union; whether a collective agreement has been entered into; whether a unit is appropriate for collective bargaining; whether a person is a member in good standing of a trade union; and whether a person is affected by a registration certificate of a registered employers' organization.

The Board also considers and decides: applications by a trade union to become a certified bargaining agent for a unit of employees; applications for the revocation of certificates granted to trade unions; applications to revoke the right of a trade union recognized as a bargaining agent under a collective agreement; applications to determine differences between the parties with respect to the operation of the Labour Relations Act.

The Board receives applications for supervised strike and lockout votes. The Board may also, on application, determine whether the purchaser of a business acquires the collective agreement or certificate which applied to the vendor.

The Labour Relations Act allows for an application to be made by an employers' organization to become a registered employers' organization. A registered employers' organization has the sole and exclusive authority to conduct collective bargaining on behalf of employers who have established a collective bargaining relationship with a specific construction trade union.

The Board may, on application, determine whether a strike or lockout that has occurred is permitted by the Labour Relations Act. Such applications are customarily heard on short notice. Where it is determined that a lockout or strike is not permitted in accordance with the act, the Board either issues a directive to the employer to cease the lockout or a directive to the trade union or the employees represented by the trade union to cease the strike.

Complaints

The Board also accepts applications for a determination as to whether an unfair labour practice has been committed. Various unfair labour practices may be committed by individuals, trade unions, employers or employers' organizations.

The Labour Relations Act provides that it is an offence for an employer: to interfere with the formation or administration of a trade union; to terminate a person because that person has filed a complaint under the Labour Relations Act; to terminate the employment of an individual who is a member of a trade union or an applicant for membership; to terminate a person because of participation in a strike that is permitted by the act; to impose a condition in a contract of employment that restrains an employee from exercising any right provided under the act.

The act further states that it is an offence for a trade union: to deny membership in a trade union to a person by applying the membership rules of the trade union in a discriminatory fashion; to discriminate against a person in regard to membership in a trade union because that individual has testified in a proceeding under the Labour Relations Act; to enter into a collective agreement with an employer if the trade union knows that another trade union is the bargaining agent for that unit of employees of the employer; to impose any form of penalty on a person by applying in a discriminatory manner the standards of discipline of the trade union; to suspend a person from membership in the trade union for engaging in employment in accordance with the terms and conditions of a collective agreement.

Composition

The Labour Relations Board is composed of a chairman, two vice-chairmen, and 14 members, all of whom are appointed by the Lieutenant Governor in Council. The chairman and the vice-chairmen are full-time employees while the other members serve in a part-time capacity. All members of the Board are appointed from among persons who are experienced in labour relations.

The Board is comprised of the following persons: Ross T.C. McBain, Chairman; William T. Canning, Vice Chairman; and Clint S. Mellors, Vice-Chairman. Part-time members include: A. Keith Aldridge; Leo Chikinda; Orie N. Demco; Ray Drisdelle; Jack Dyck; Doreen M. Gares; Frank Kuzemski; Esther Lochanski;

Labour Relations Board

Angus MacDonald; Doug Mitchell; Jack Murray; Mike Tamtom; Brian van Rassell, and Cliff J. Williams.

Administration

As chief executive officer, the administration and operation of the Board is the responsibility of the Chairman. The chairman or a vice-chairman presides at all Board hearings. The Board has a total staff of 21 full-time employees. The vice-chairmen and secretary report to the chairman. Reporting to the secretary are two registrars, one in Edmonton for Northern Alberta and one in Calgary for Southern Alberta. The Board also employs a Board solicitor.

The Board employs a staff of seven Labour Relations Officers, of whom three are in Calgary and report to the Calgary registrar and four are in Edmonton and report to the Edmonton registrar. Labour Relations Officers investigate applications and complaints and report to the Board on the results of their investigations. They answer questions with respect to the Labour Relations Act and the rights and duties of employers, trade unions, and employees under the act. They may also assist in settling various matters between parties.

Hearings

The Board customarily conducts hearings with the chairman or a vice-chairman and two members. The Board may, on matters of special importance, sometimes sit with five members. The majority of hearings take place at the Board Rooms in Edmonton and Calgary, however, the Board also sits in other areas of the province and has in the reporting period conducted hearings in: Fort McMurray, Red Deer, Lethbridge, Hanna, Jasper, Banff, Canmore, Drumheller, Camrose, Hinton, and Vegreville.

Decisions

The Board gives both oral and written decisions. In the reporting period the Board gave 69 written decisions.

Not all applications that are made to the Board result in a Board hearing. A Board hearing is only scheduled on applications if objections are raised or if the Board feels that a case raises unique questions that should be addressed at a hearing. The number of applications varies widely on a year-to-year basis, as shown in Table 18 on page 34. There appears, however, to be a steady increase in the number of days that the Board spends in hearings. The number of days that the Board spent in hearings in 1982-83 has approximately doubled over hearing days in 1979-80.

Policies

The Board formulates policies by means of a Board caucus, which is a meeting of all members of the Board and senior administrative staff. Those policies are reflected in instructions and guidelines issued to the staff and in **Informational Bulletins.** Board caucuses are held two to four times a year, alternating between Edmonton and Calgary.

During the year under review, work continued on preparing a **Guide to the Labour Relations Act,** which will describe in simple terms the content of the Labour Relations Act. When completed, the **Guide** will be widely distributed.

The Board during the past year published and completed the revision of all **Informational Bulletins** and distributed them to over 800 employers, employees and trade unions for their guidance.

Labour Relations Board

Table 18

Alberta Labour Relations Board
Comparative statistical summary
for fiscal year 1980-81 to fiscal year ending March 31, 1983

	1980-81	1981-82	1982	Jan. to March 83
Applications for Certification (section 34)				
Outstanding at beginning of period	21	52	—	22
Applications received	364	202	234	38
Issued	231	128	145	7
Refused or withdrawn	102	65	67	2
Outstanding at end of period	52	61	22	51
Applications for Revocation (section 43)				
Outstanding at beginning of period	—	8	—	—
Applications received	35	15	11	2
Issued	18	13	8	—
Refused or withdrawn	9	7	3	—
Outstanding at end of period	8	3	0	2
Applications for Registration (section 53)				
Outstanding at beginning of period	4	—	—	—
Applications received	—	1	1	1
Issued	4	—	—	1
Refused or withdrawn	—	1	1	1
Outstanding at end of period	—	—	—	—
Applications for Reconsideration, Determination, Declaration and Variance (sections 8, 18, 21, 41, 45, 132, 133, 135)	430	265	148	38
Unfair Labour Practices (section 142)	81	39	69	20
References of illegal strike or lockout (section 113)	21	18	24	41
Strike Votes (section 87) Applications for strike votes to be supervised by Board	79	240	190	25
TOTAL APPLICATIONS	1035	840	677	187
Days of Board Hearings	102.5	154	152	42